



## Code of Conduct

### **Mission and Purpose**

The Brookline Park and Recreation Commission is dedicated to raising the standard of service to youth in sports through the creation and enforcement of the Code of Conduct. The Code of Conduct defines the expectations for all participants affiliated with Brookline Recreation youth sports. The Commission firmly believes that for any youth sports to be positive, safe, enjoyable and fun learning experiences, all participants must be held accountable for their behavior. This Code of Conduct explains the tools to be used by the Park and Recreation Commission to ensure that all participants are provided with a positive and enriching experience.

### **Respect, Sportsmanship and Positive Interactions**

Participants are expected to maintain a high level of respect, sportsmanship and positive interactions with all affiliated with the delivery of the youth sport. All participants must;

- Respect and support all coaches, officials, players, teammates, opponents, parents, spectators and staff affiliated with the delivery of the sport;
- Respect facilities, grounds and equipment;
- Respect the integrity of the sport, including the rules and fundamentals of the game set forth by the league and by our community youth sport partners;
- Cheer for and support teammates;
- Always try one's best;
- Treat all participants in a positive and encouraging manner

Positive Interactions foster an experience for continued participation, personal growth and wellness. Positive Interactions are defined as;

- Displaying good sportsmanship at all times towards all participants;
- Provide a safe and supportive environment that encourages all participants to learn, have fun, be social and challenge themselves;
- Use of appropriate language and refrain from use of foul language, taunting, fighting, criticizing, badgering, or jeering at anyone, understanding that ejection from the youth sport activity is a possibility for such behavior
- Negative Reinforcement, isolation, individual or team punishment/retaliation will not be tolerated. Disciplinary actions will occur if/when found to be occurring.

### **DISCIPLINE**

Any player, coach, assistant coach or parent/guardian of a player who is a discipline problem, who throws their hat, helmet, bat, ball, or glove in anger, uses foul language, or any other actions detrimental to the Brookline Recreation Code of Conduct will be removed from the game/practice and/or league participation as coaches, officials, players, teammates, opponents, parents, spectators and staff affiliated and required to leave the area. This rule may be enforced by the player's coach (where applicable), umpire, referee, and/or designee of the Recreation Department.

Any mischievous behavior or inappropriate conduct on the bench will also result in removal from the game. Examples include:

- Players will direct all cheering towards their own teammates and shall refrain from taunting, criticizing or jeering at opposing players. Badgering, name-calling or use of foul language by a coach, whether directed at an umpire, coach, player or spectator will not be tolerated. Violation of this rule will result in a warning to the coach followed by ejection from the game.
- Cursing or fighting is cause for immediate ejection from the game, and repeated offenses will result in player(s) or coach(es) being barred from participating in future games or practices.
- League specific guidelines may supersede the guidelines set here. Said leagues will enforce the guidelines and expectations set forth during participation in the sport specific league and will be provided prior to participation.
- Any coaches, officials, players, teammates, opponents, parents, spectators and staff affiliated may be removed from participation at the discretion of the Recreation department.

#### Role of All Participants

Athlete: youth engaged in safe, fun and healthy activities while encouraging team mates and self to do their best.

Parent: Encourage participation through commitment to the league and the rules and regulations of the sport and Code of Conduct.

Coach: Adult responsible for the sport instructions, practices, games and overall team experience

Official: employee assigned to maintain the rules and regulations of the specific youth sports match.

Staff: Employee or volunteer affiliated with the Youth Sports league

Spectators: Community members attending league practices and matches.

Partner Organizations: Youth sports organizations that utilize Town of Brookline facilities to provide the services of the Sports specific youth sports league.

#### **Terms**

As a participant of the Brookline Youth Sports programs, I have read and agree to abide to the Code of Conduct set forth by the Brookline Recreation Department.

Updated 3/16/12

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# BROOKLINE SPECIAL OLYMPICS POLICIES

The Town of Brookline Recreation, in an effort to bridge the gap between Special Olympics and the local Brookline Program, has created this list of Policies to benefit all Brookline Special Olympic participants. All parties involved with the Brookline Special Olympics programs are required to follow these policies at all times. Any party in violation of these rules is subject to the revocation of their participation privileges. Any questions regarding these policies should be directed to:



**Brandon Fitts, CTRS**

Recreational Therapist

Brookline Recreation

133 Eliot Street

Brookline, MA 02467

Phone: 617.879.4794

Fax: 617.879.0774



## GENERAL

1. All athletes/coaches/volunteers/staff must follow the Special Olympics and Brookline Codes of Conduct at all times during any Special Olympic event. Failure to follow the Codes of Conduct may result in disciplinary actions outlined in the Codes, leading up to participant suspension from the program.
2. No alcohol may be consumed by any party, coach/athlete/volunteer, at any time during a Special Olympic practice, game, or event.
3. Appropriate language and behaviors must be exhibited at all times.

## REGISTRATION

1. No athlete, volunteer, coach, or chaperone, is allowed to participate in a Special Olympics practice/game until a valid Medical or Volunteer Class A form is submitted and on file.
2. All parties wanting to participate in a Special Olympics tournament or other event must submit all required materials to the program coordinator by the required date.
3. You must attend the Qualifiers round in order to participate in a season's games unless there is a written note by a doctor or another valid emergency submitted to the program coordinator.

## PRACTICE

1. Athletes must be at least 6 years of age to attend a practice and 8 years of age to compete in a Special Olympics game(s).
2. Athletes must attend 75% of scheduled practices In order to participate in a qualifying round or Special Olympics games/tournament.
3. All parties attending a Special Olympics practice must come dressed appropriately and modestly for the sport they are training in. All questions regarding appropriate attire may be directed to the Program Coordinator and are provided upon registration.
4. During practices volunteers, chaperones, and athletes are under the direction of the head coaches.

## GAMES/TOURNAMENTS

1. Athletes will be assigned to teams or individual events based on coach evaluation and program coordinator input. Regarding team placement, the coach and program coordinator's word is final.
2. All athletes must sit on their team's bench during games or stand with their team if seating isn't possible or provided.
3. If Special Olympics is providing food for meals at a game/tournament and an athlete/volunteer/coach has a known food allergy, it is up to that person to provide their own lunch. It is NOT the responsibility of Special Olympics or the local program to provide allergy free food for any participant.

## OVERNIGHT/HOTEL

1. No alcohol may be consumed by any party, coach/athlete/volunteer, at any time during an overnight event.
2. Unless two parties are married, only rooms of the same sex will be allowed. Men will not be permitted to stay overnight in a Woman's room and vice versa.
3. Medications, if not able to administer independently, must be given to the on-site nurse. Medications may NOT be handled by any coach or volunteer.
4. Any issues, grievances, disputes, or problems occurring during late night hours must be reported to the head coaches. If the issue cannot be resolved by the coach and immediate assistance is needed the issue must be reported to Special Olympics and the hotel staff.
5. Any questions that are not severe enough to be reported to Special Olympics but require more than the coach's efforts, may be directed to the program coordinator by cell phone.
6. Any behaviors seen as unsafe or destructive may result in that participant being sent home.

## TRANSPORTATION

1. When Brookline Recreation provides transportation to and from any Special Olympic event, there must be at least 2 volunteers/coaches/staff on the bus at all times with the athletes.
2. All participants riding the bus must follow all standard bus policies, e.g. no feet in the aisles, face forward, keep the aisles clear, etc...
3. No use of cell phones in any form is permitted by the driver of any vehicle while the vehicle is in operation.
4. Any misconduct in a vehicle may result in a coach's, volunteer's or athlete's suspension from the vehicle at the discretion of the staff members, driver, and program coordinator.

## EMERGENCIES

1. In the event of a medical emergency call 911 immediately and then report it to a coach or staff official.
2. Any first aid, minor injury, or behavioral issue must be reported via an incident report form.

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## COACHES

\*See the Special Olympics/Brookline Codes of Conduct

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## **VOLUNTEERS/ CHAPERONES**

\*See the Special Olympics/Brookline Codes of Conduct

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## **ATHLETES**

\*See the Special Olympics/Brookline Codes of Conduct

## **OTHER**

-If any questions should arise that are not addressed in this document of Policies, please contact Brandon Fitts, CTRS at 617.879.4794 or by email at [bfitts@brooklinema.gov](mailto:bfitts@brooklinema.gov).

-Should a situation surface that requires immediate assistance, please report it to a coach, volunteer, program coordinator, or trusted adult.

## **PROCEDURES**

### **Discipline/Suspension Process**

1. Participant receives verbal warning from supporting staff
2. Participant receives written warning in the form of an incident report from supporting staff
3. If the participant's behavior continues to persist the participant may be suspended for a period of time at the discretion of the supporting staff and local program coordinator. A suspension consists of a written form stating the reason for the suspension and supporting documents from others within the local program. A suspension may be for the duration of 6 months, 1 year, or for an undetermined amount of time.

### **Return Process**

1. If a participant has been suspended for 6 months or 1 year, they must contact the local program coordinator at least 1 month prior to the first practice of the season they would like to participate in. The local coordinator reserves the right to refuse the admittance of any party to return to the Brookline Special Olympics Program.
2. If a participant has been suspended for an undetermined period of time, a letter must be submitted requesting re-admittance to the program. The local program coordinator will consult the Brookline Youth Sport Committee and other advisory parties to determine if re-admittance would benefit the participant and the program. A written letter will be submitted in return to the participant stating the decision made. The local coordinator reserves the right to refuse the admittance of any party to return to the Brookline Special Olympics Program.

### **Incident Report Form Process**

1. Any incidents requiring first aid, advanced medical attention, any escalated behavioral health issue requiring above average attention, or any other event related to a Special Olympics participant that requires elevated amounts of care must be reported.
2. After the immediate situation has been contained, managed, or resolved, and it is safe to leave the scene, an eye witness directly related to the incident must fill out the provided form.
3. The form must then be returned to the local program coordinator as soon as possible.



**Special Olympics**  
Massachusetts

## *Special Olympics Massachusetts Athlete Code of Conduct*

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A committee made up of Special Olympics athletes, coaches, staff and family members developed the following four-part Special Olympics Massachusetts Athlete Code of Conduct.

### **I. GENERAL GUIDELINES**

- I will:
  - Learn, follow and respect the rules of Special Olympics Massachusetts.
  - Encourage teammates.
  - Have fun.

### **II. SPORTSMANSHIP**

- I will:
  - Control my temper and my teammates' tempers, not fight with others, and not use bad language.
  - Be fair to others and not taunt other teams or players.
  - Not cheat, lie or fake injuries.
  - Keep a positive attitude.

### **III. TRAINING & COMPETITION**

- I will:
  - Respect my coaches by attending practice on time, participating in all activities, paying attention and trying my hardest at all times.
  - Dress appropriately for games and competition, bring and keep track of the proper equipment for my sport.
  - Appreciate the efforts of my teammates and coaches, communicate and ask questions.

### **IV. PERSONAL RESPONSIBILITY**

- I will:
  - Not smoke, drink alcohol or use illegal drugs at Special Olympics events, training and competitions.
  - Respect others' privacy and boundaries, i.e.; no flirting, or using inappropriate words or behavior.
  - Always stay with my team at Special Olympics events, training and competition or let my coach know my whereabouts.

Practice good hygiene, eat well, get the proper amount of sleep and make sure I have the proper medications, take my medications or get help and alert my coach to any changes.

## ***Coaches' Code of Conduct***

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### **A SOMA coach always:**

- Exemplifies the highest moral character, behavior, and leadership.
- Respects the integrity and personality of the individual athlete.
- Abides by the rules of the sport.
- Respects the integrity and judgment of sport officials.
- Demonstrates a mastery of and continuing interest in coaching.
- Encourages respect for all athletics and their value.
- Displays modesty in victory and graciousness in defeat.
- Promotes ethical relationship among coaches.
- Fulfills responsibility to provide a safe environment.
- Encourages the highest standard of conduct and achievement among all athletes.
- Strives to develop in each athlete the qualities of leadership, initiative, pride, and good judgment.
- (Most of all) Has fun and "HONORS THE SPORT!"

### **A SOMA Mentor / Coach / Teacher always:**

- Serves as a model for behavior.
- Dresses my athletes and myself in appropriate attire.
- Keeps open communication to all.
- Is responsible for the following paper work:
  - Pre-registration
  - Final registration
  - Medicals up to date
  - All sport forms filled out
- Brings ALL copies of paperwork to all practices and competitions.
- Recognizes individual and team limitations and qualities.
- Is patient, understanding, supportive, sensitive, accountable, organized, and works hard through determination and perseverance.
- Motivates in the most positive of terms/makes it fun.

## *Special Olympics Massachusetts Volunteer Code of Conduct*

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- I will fulfill the responsibilities of my volunteer assignment.
- I will set a good example for the Special Olympics athletes.
- I will demonstrate good sportsmanship and cooperation.
- I will be vigilant and aware of the safety of the participants.
- I will not smoke while volunteering
- I will refrain from the consumption and/or use of alcoholic beverages and non-prescribed, controlled substances.
- I will seek medical attention for athletes/volunteers who show signs of injury, illness, or distress.
- I will wear my credential and I understand it must be visible during events.
- I am specifically granting permission to Special Olympics Massachusetts, to use my likeness, voice and words in media or the purpose of advertising or communicating the purposes and activities of Special Olympics.
- I understand that any infraction of the Volunteer Code of Conduct can result in, but is not limited too, my dismissal from my volunteer assignment.



## *Special Olympics Massachusetts Family Member Code of Conduct*

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### **Preamble:**

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects "the six pillars of character."

As a SOMA Family member I pledge that:

- I will not force my athlete to participate in sports.
- I will remember that athletes participate to have fun and that the game is for them, not the family members.
- I will see to it that my athlete's medical form is up-to-date complete and on file.
- I will learn the rules of the game and the SOMA policies.
- I (and my guests) will be a positive role model for my athlete and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all athletes, coaches, officials, and spectators at every game, practice, or competition.
- I (and my guests) will not engage in any kind of un-sportsmanlike conduct with any official, coach, or family member such as booing and taunting, refusing to shake hands, or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
- I will teach my athlete to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my athlete treat other athletes, coaches, officials, and spectators with respect regardless of race, creed, color, sex, or ability.
- I will teach my athlete that doing one's best is more important than winning so that my athlete will never feel defeated by the outcome of a game or his/her performance.
- I will praise my athlete for competing fairly and trying hard, and I will make my athlete feel like a winner every time.
- I will never ridicule or yell at my athlete or other participants for making a mistake or losing a competition.
- I will emphasize skill development and practices and how they benefit my athlete over winning. I will also de-emphasize games and competition in lower age groups.
- I will promote the emotional and physical well being of the athletes ahead of any personal desire that I may have for my athlete to win.
- I will respect the officials and their authority during games and competitions and will never question, discuss, or confront coaches during competitions. Instead, I will take time to speak with coaches at an agreed upon time and place.
- I will demand a sports environment for my athlete that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events and competitions.
- I will refrain from coaching my athlete or other athletes during competitions and practices.

As a SOMA Family Member I also understand that if I fail to abide by the aforementioned rules and guidelines, I may be subject to disciplinary action that could include, but not be limited to the following:

- Verbal warning by officials, coaches, and/or SOMA personnel,
- Game suspension with written documentation of incident kept on file in the Area and SOMA state office,
- Written warning,
- Game forfeit through official or coach, and/or
- Season suspension.

# *Preventing Physical, Emotional, and Sexual Abuse of Special Olympics Athletes*

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## **SPECIAL OLYMPICS MISSION**

*The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

## **I N S P I R E G R E A T N E S S**



***Special Olympics***  
***Massachusetts***

## **WHAT VOLUNTEERS NEED TO KNOW**

*As a Special Olympics Massachusetts volunteer, your efforts are critical to achieve the Special Olympics Massachusetts mission and assure that all athletes have a positive, safe and rewarding experience in Special Olympics.*

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*These guidelines are designed to protect athletes and volunteers by providing information on how to prevent emotional, sexual and physical abuse of athletes. Please take a moment to review this information carefully and ask your local coordinator if you have any questions.*

## **PREVENTING PHYSICAL ABUSE OF ATHLETES**

- Do not use corporal punishment including spanking, hitting, slapping, or other forms of physical discipline. Any discipline techniques used should be constructive and positive.
- Do not withhold water or food from athletes as a form of punishment. To avoid dehydration, water should be available for athletes during practice sessions, especially strenuous ones, and during competitions.
- Only medications that have been prescribed by an athlete's physician should be dispensed to that athlete, and then only as indicated on his or her consent form signed by either a parent or legal custodian.
- Check to make sure water for bathing is not too hot.

## **PREVENTING EMOTIONAL ABUSE OF ATHLETES**

- Do not use profanity or otherwise curse at athletes for their performance or behavior during competitions or practices. Special Olympics athletes are not to be threatened or intimidated for any purpose including attempts at improving athletic performance or for controlling behavior.
- Treat all athletes with courtesy and respect.
- Do not use demeaning nicknames or other negative or abusive language.

## **PREVENTING SEXUAL ABUSE OF ATHLETES**

- There should be at least two volunteers or staff members present to supervise activities such as changing into team uniforms, showering, and using toilet facilities.
- When speaking privately with an athlete, volunteers should find a place out of earshot, but within sight, of others for their conference.
- Hugs between Special Olympics athletes and volunteers should be open (not secretive) and be respectful of limits set by the athlete.
- Avoid touching areas normally covered by swimsuits: breasts, buttocks and groin. Kissing on the lips and seductive massaging is not permitted (massaging pursuant to an injury or strain is permitted, but should be open to observation by others).
- If an athlete attempts to initiate inappropriate physical contact with a volunteer or staff member, the volunteer or staff member should identify the objectionable behavior, explain that it makes the volunteer feel uncomfortable, and suggest more appropriate ways to communicate feelings such as "high fives" or handshakes.
- When Special Olympics events require athletes to stay overnight, the gender and developmental levels of the athletes should be taken into consideration when making room assignments. Male and female athletes require separate accommodations. Athletes should also be assigned sleeping rooms with athletes of similar size and intellectual functioning.
- It is always helpful to have a sleeping chart, clearly marking which athletes are sleeping where.
- Hall monitors should be assigned to protect athletes anytime they are in their sleeping quarters. Hall monitors ensure that athletes are in their assigned rooms and that unauthorized individuals are kept out of athletes' sleeping quarters.
- Special Olympics staff, with the assistance of volunteers, should know where athletes are at all times when the athletes are in the care and custody of Special Olympics.

- Special Olympics personnel should clearly explain the rules of behavior to the athletes before each road trip. Language used should be simple, but explicit.

## **IDENTIFYING THE SIGNS OF ABUSE**

In addition to statements by the athlete, there may be physical or behavioral indicators of abuse. Physical indicators include questionable injuries such as bruises, burns or lacerations in the soft tissue areas of an athlete's body. Bruises change color during the healing process and the colors indicate different stages of healing, thereby indicating that the injuries happened on more than one occasion. Injuries to genital areas may indicate sexual abuse: for example, cigarette burns on the inside of the upper leg or on the buttocks. Tether marks or rope burns and abrasions caused by tying wrists, ankles or neck are also indicators of probable abuse.

Some athletes' injuries are a consequence of athletic competition, and the location of the injury may indicate whether the injury was due to abuse or competition. Injuries that happen due to athletic competition are most likely to be on the shins, knees, elbows, etc. They are less likely to be on the abdomen, across the back, on the backs of the legs, or on facial cheeks. If you notice that an athlete has been injured, ask how the injury happened. Could the incident described by the athlete have resulted in the injury you observed?

## **REPORTING SUSPECTED ABUSE**

When an athlete discloses possible abuse to you or you have reasonable grounds to suspect that an athlete has been abused, you should immediately notify your Program's Executive Director (ED) or another appropriate Special Olympics staff member if the ED is not available. Inform the person you notify of the actions you have taken to protect the athlete. If you cannot reach Special Olympics, you should report your suspicions to the appropriate protective services agency. In addition, the athlete should be encouraged to report the abuse to the proper authorities. The priority is to protect the athlete from further abuse. In addition, if you are a "mandatory reporter" under your state's law, you must satisfy the reporting requirements related to your profession in addition to making a report to Special Olympics. If you are unfamiliar with the mandatory reporting requirements and/or are unsure as to what specific actions to take, please contact your local Special Olympics Program.